

## Skills for the Workplace

<b>Grade Level</b>	Tenth
<b>Minimum Time Required</b>	30 Minutes
<b>Materials/Resources</b>	Pencil -Handouts
<b>Subject Area(s)</b>	Guidance – Language Arts – All Vocational Technical Programs

### Project Description:

1. Distribute copies of the SCANS Survey. Review the SCANS basic skills and workplace competencies if necessary.
2. Allow students to read and answer the survey. Remind them that any academic, workplace, or career experience should be considered.
3. Discuss the outcome of the survey and have them brainstorm ways to improve their individual scores.

<b>Career Development Standard</b>	Skills to prepare to seek, obtain, maintain, and change jobs.
<b>Career Development Indicator</b>	Demonstrate academic or occupational skills required for full or part-time jobs.
<b>Delivery Level</b>	Introductory
<b>Academic Standards</b>	
<b>Language Arts</b>	1.1.a use various cues/strategies to connect with text, predict message of text, and validate understanding of text. 1.1.c use prior knowledge and experience to interpret, evaluate, and construct meaning from various texts. 1.4.c compile and synthesize information to make reasonable and informed decisions 2.4.a write to clarify thinking and what is known about various topics.
<b>Employability/SCANS Skills</b>	Basic Skills Thinking Skills
<b>Assessment/Rubric</b>	Students will be evaluated based on their written assignment, as well as class participation.

**Submitted by:** Louisiana Department of Education

# Workplace Know-How

The know-how identified by SCANS is made up of five competencies and a three-part foundation of skills and personal qualities that are needed for solid job performance. These are:

## **Workplace Competencies-Effective workers can productively use:**

- ? Resources- They know how to allocate time, money, materials, space, and staff.
- ? Interpersonal Skills- They can work on teams, teach others, serve customers, lead, negotiate. And work well with people from culturally diverse backgrounds.
- ? Information- They can acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information.
- ? Systems- They understand social, organizational, and technological systems, they can monitor and correct performance, and they can design or improve systems.
- ? Technology- They can select equipment and tools, apply technology to specific tasks. and maintain and troubleshoot equipment.

## **Foundation Skills-Competent workers in the high-performance workplace need:**

- ? Basic Skills-reading, writing, arithmetic and mathematics, speaking, and listening.
- ? Thinking Skills-the ability to learn, to reason, to think creatively, to make decisions, and to solve problems.
- ? Personal Qualities-individual responsibility, self-esteem and self-management, sociability, and integrity.

## SCANS Personal Profile Survey

Achieving your career goals is easiest if first you understand industry's needs and you are aware of your personal strengths and weaknesses. The following personal profile survey is designed to help you determine your particular strengths so that you can focus your energies on any weaknesses you may have. Answer each of the following questions by thinking about your personal growth. Determine where you "fit" and circle the appropriate number. For example, if you feel that you have mastered a particular skill, circle the 3. If you need to work on a skill, but feel that you have some experience in that area, then circle the 2. If you have little or no experience in an area, mark your answer 1.

### Three-part Foundation Skills Basic Skills

- |   |   |   |   |
|---|---|---|---|
| 1 | 2 | 3 | 1. I am able to locate information documents and in prose.                            |
| 1 | 2 | 3 | 2. I understand written information.  |
| 1 | 2 | 3 | 3. I am able to interpret information and explain it to others.                       |
| 1 | 2 | 3 | 4. I am able to verbally communicate my thoughts to others.                           |
| 1 | 2 | 3 | 5. I am capable of expressing my ideas in written communication.                      |
| 1 | 2 | 3 | 6. I have written or designed reports, graphs and charts.                             |
| 1 | 2 | 3 | 7. I am capable of performing basic mathematical skills.                              |
| 1 | 2 | 3 | 8. I have used mathematical techniques to solve practical problems.                   |
| 1 | 2 | 3 | 9. understand the importance of listening skills and have developed listening skills. |
| 1 | 2 | 3 | 10. I understand the importance of verbal and nonverbal cues in listening.            |
| 1 | 2 | 3 | 11. I am able to organize my own ideas and communicate them verbally.                 |
| 1 | 2 | 3 | 12. I am able to organize the ideas of others and communicate them verbally.          |

### Thinking Skills

- |   |   |   |   |
|---|---|---|---|
| 1 | 2 | 3 | 13. I have developed and compiled original ideas into my portfolio.                                     |
| 1 | 2 | 3 | 14. I am able to determine goals.   |
| 1 | 2 | 3 | 15. I am able to determine constraints in goal setting.   |
| 1 | 2 | 3 | 16. I am capable of modifying goals to avoid constraints.   |
| 1 | 2 | 3 | 17. I am capable of determining risk factors and can evaluate and choose alternatives.                  |
| 1 | 2 | 3 | 18. I recognize problems and am able to devise a plan of action in problem solving.                     |
| 1 | 2 | 3 | 19. I am able to implement a plan of action in problem solving.   |
| 1 | 2 | 3 | 20. I have organized and processed ideas and information in my mind's eye before putting them on paper. |
| 1 | 2 | 3 | 21. I have organized and processed symbols in my mind's eye.  |
| 1 | 2 | 3 | 22. I have organized and processed pictures in my mind's eye.   |
| 1 | 2 | 3 | 23. I have organized and processed graphs in my mind's eye.   |
| 1 | 2 | 3 | 24. I have organized and processed objects in my mind's eye.  |
| 1 | 2 | 3 | 25. I am aware of a variety of learning techniques.   |

- |   |   |   |  |
|---|---|---|--|
| 1 | 2 | 3 | 26. I appreciate different learning styles.  |
| 1 | 2 | 3 | 27. I am capable of using a variety of learning techniques to acquire new knowledge.         |
| 1 | 2 | 3 | 28. I am capable of using a variety of learning techniques to apply new skills.              |
| 1 | 2 | 3 | 29. I have experience in using a variety of learning techniques.                             |
| 1 | 2 | 3 | 30. I am capable of using reasoning skills to see relationships between two or more objects. |
| 1 | 2 | 3 | 31. I have experience in using reasoning skills to solve problems.                           |

## **Personal Qualities**

- |   |   |   |  |
|---|---|---|--|
| 1 | 2 | 3 | 32. I am a responsible person.                                     |
| 1 | 2 | 3 | 33. I have experience in workplace responsibilities.               |
| 1 | 2 | 3 | 34. I have a high level of self-esteem.                            |
| 1 | 2 | 3 | 35. I see myself in a positive view.                               |
| 1 | 2 | 3 | 36. I am aware of techniques for maintaining a positive self view. |
| 1 | 2 | 3 | 37. I have experience in managing my personal life.                |
| 1 | 2 | 3 | 38. I have experience in setting goals and monitoring my progress. |
| 1 | 2 | 3 | 39. I am capable of self-control.                                  |
| 1 | 2 | 3 | 40. I value honesty and integrity.                                 |
| 1 | 2 | 3 | 41. I have experience in choosing ethical courses of action.       |

## SCANS Competencies

- |   |   |   |  |
|---|---|---|--|
| 1 | 2 | 3 | 1. I am able to select activities relevant to my personal and career goals.                                  |
| 1 | 2 | 3 | 2. I am able to set priorities.  |
| 1 | 2 | 3 | 3. I have experience in preparing and following schedules.   |
| 1 | 2 | 3 | 4. I have experience in preparing and following budgets.   |
| 1 | 2 | 3 | 5. I have experience in keeping personal and business records.   |
| 1 | 2 | 3 | 6. I am capable of making adjustments to meet personal and career objectives.                                |
| 1 | 2 | 3 | 7. I have experience in gathering information.   |
| 1 | 2 | 3 | 8. I have experience in prioritizing information.  |
| 1 | 2 | 3 | 9. I have experience in using materials and space efficiently.   |
| 1 | 2 | 3 | 10. I am able to assess my own skills.   |
| 1 | 2 | 3 | 11. I am able to assess the skills of others .   |
| 1 | 2 | 3 | 12. I have experience in distributing work to team members.  |
| 1 | 2 | 3 | 13. I am capable of evaluating my own work.  |
| 1 | 2 | 3 | 14. I am capable of evaluating the work of others.   |
| 1 | 2 | 3 | 15. I have experience in providing feedback to others in an appropriate, timely manner.                      |
| 1 | 2 | 3 | 16. I have experience as a productive member of a team.  |
| 1 | 2 | 3 | 17. I have experience in teaching new skills to other members of a team.                                     |
| 1 | 2 | 3 | 18. I have experience in serving clients and customers.  |
| 1 | 2 | 3 | 19. I am able to communicate ideas to justify a position.  |
| 1 | 2 | 3 | 20. I have experience in writing to persuade others.   |
| 1 | 2 | 3 | 21. I have experience in communicating verbally to persuade others.  |
| 1 | 2 | 3 | 22. I have experience in challenging existing procedures and policies in an appropriate, responsible manner. |
| 1 | 2 | 3 | 23. I have experience in negotiating with others.  |
| 1 | 2 | 3 | 24. I have experience in working with others from diverse backgrounds.                                       |
| 1 | 2 | 3 | 25. I have experience using computers and other technology to process information.                           |
| 1 | 2 | 3 | 26. I understand how social systems work.  |
| 1 | 2 | 3 | 27. I have experience in working within social systems.  |
| 1 | 2 | 3 | 28. I understand how employment organizations works.   |
| 1 | 2 | 3 | 29. I have experience in working within employment organizations.  |
| 1 | 2 | 3 | 30. I understand how technological systems work.   |
| 1 | 2 | 3 | 31. I have experience in working with technology.  |
| 1 | 2 | 3 | 32. I have experience in modifying complex social, organizational. or technological systems.                 |
| 1 | 2 | 3 | 33. I have experience in choosing procedures. tools, or equipment in technology.                             |
| 1 | 2 | 3 | 34. I understand the overall procedure for setting up and operating technological equipment.                 |
| 1 | 2 | 3 | 35. I have experience in setting up and operating technological equipment.                                   |
| 1 | 2 | 3 | 36. I am able to prevent problems with technological equipment.  |
| 1 | 2 | 3 | 37. I am able to identify problems with technological equipment.   |
| 1 | 2 | 3 | 38. I have experience in identifying problems with technological equipment.                                  |
| 1 | 2 | 3 | 39. I am able to solve problems with technological equipment.  |
| 1 | 2 | 3 | 40. I have problem-solving experience with technological equipment.  |

## **Determining job and career readiness skills**

To determine your job readiness, add the totals for each question and check your score against the following gauge.

- 200-240 You have many career skills and meet both the basic skills and SCANS competencies.
- 151-200 You have many career and job-readiness skills and might consider a focus on experiences that involve interpersonal, system and technology.
- 50-150 Although you have some basic skills, you should focus on interpersonal information system, and technological experiences.
- 0-50 You have few job-readiness skills and should involve yourself in academic, workplace and career experiences, focusing on basic skills and working your way through competency experiences.